

Code of Practice for Teachers and Clients

(Kendal Centre)

Lone Teaching

Whenever possible there is more than just a student's tutor in the centre. Sometimes, however, this is not possible and a tutor and student may be alone together. All our tutors have been CRB checked by the Criminal Records Bureau and received a clear report. You may stay with your child if you wish and a teacher may in fact ask you to.

Are you happy with this arrangement? Yes /No

Data Protection

In order for tutors to provide the best possible tuition for your child it is sometimes necessary for them to share information such as reports or IEP targets with other professionals.

Are you happy for this to occur? Yes/ No

SCuDA often likes to take photos for the newsletter or to appear on SCuDA's website or other publicity material.

Are you happy for this to occur? Yes/ No

Homework

SCuDA's tutors all have specialist qualifications enabling them to teach dyslexic pupils and recognize, in line with current research, that the best results are achieved by a partnership between pupil, teacher and parent. Consequently, your child may be given a variety of activities to reinforce skills learned during their lesson.

Are you willing to support them at home in these activities? Yes / No

Payment

Lessons are £25 per hour payable in advance or on the day. Retrospective payments are to be avoided.

Cancellation

Our tutors are self-employed and often travel to the centre specially to tutor your child. Therefore, we need notice of cancellation, preferably 24 hrs but at least on the day of their lesson.

If no notice is given, SCuDA needs to charge a £9 cancellation fee.

If you like, tutors can send you a text reminder the day before your lesson.

Punctuality

Please try to be as punctual as possible. Tutors may wait up to 15 minutes before deciding to cancel a lesson.

Signing In:

Because we are based in Stricklandgate House, we need to abide by their health and safety policy. Therefore, pupils need to register in reception and parents need to wait for their teacher to collect them.

Evaluation:

SCUDA needs to ensure that the service is monitored and improved. To do this your feedback is very useful so we will periodically ask you to complete a short evaluation.

If you are in agreement with these points, please sign and date below:

Teacher:

Signed:

Date:.....

Client:

Signed:

Date:

